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MANAGEMENT STAFF

Executive Registry
9-4844

25X9A2

25X9A2

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63

No Change in Ciess.

1 7018

Occument No.

The Management Staff consists of five organizational units with a total of employees. A brief description of each units functions and the number of people assigned thereto are set forth below:

Employees

Office of the Chief - Provides over-all direction and supervision to subordinate units.

- 1. Organization and Methods Staff Examines the organizational structure of all Agency components, their functions, methods, and procedures, with particular attention to personnel needs and staffing patterns. Also prepare special staff studies of problems connected with organization and functions, such as the Administrative Burden of Small Field Stations.
- 2. Business Machines Service Staff Serve as technical advisors on the application and utilization of business machines and related equipment. This Staff is the Agency's contact point with the business machine industry, and is presently working very closely with the DD/P Machine Records Unit in determining requirements for new type machines in anticipation of occupancy of the new building.
- 3. Records Management Staff Directs the Agency's records management program, including records disposition, storage of vital materials, record keeping systems, file standards, and reports management.

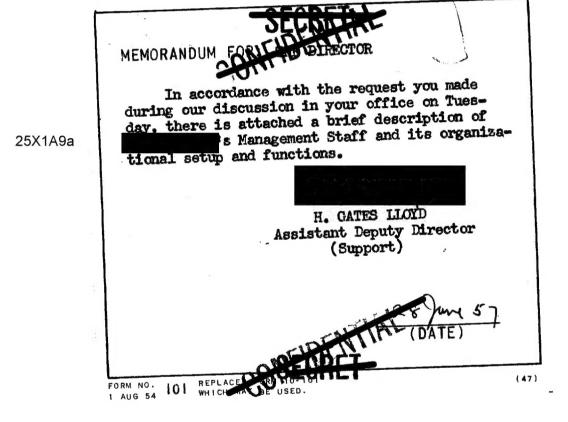
Suggestion Awards Staff - Established in compliance with the Government Employees Incentive Awards Act for the purpose of improving Agency operations and extending recognition to employees. This Staff receives and processes all employee suggestions.

Regulations Control Staff - Assists in the development of proposed regulatory issuances, performs the necessary coordination of regulations, and supervises the distribution of all regulatory material.

TOTAL



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